DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

POLYGRAPH RECIPROCITY REQUEST FORM

Previously passed Federal polygraph examination results may be used by CBP to fulfill the polygraph examination pre-employment requirement, provided that the previous examination meets the criteria listed below.

Certification: Agency examiners are federally certified by the National Center for Credibility Assessment (NCCA).

NCAA Guidelines: The polygraph exam meets federal guidelines set forth the by the NCCA, to include a Quality Control review.

Scope: The polygraph exam was a full-scope examination and/or was similar to CBP's pre-employment polygraph format.

Recency: The polygraph exam was conducted within 2-years of CBP's review, or within 5-years of CBP's reviews under the following conditions:

a. the applicant was hired for the position for which polygraphed;
b. the applicant is currently working in the position for which polygraphed, and the applicant has been continuously employed by the agency for which the polygraph was administered.

Sufficient Documentation: CBP is able to obtain sufficient documentation, including results and any relevant information, from the federal agency who administered the polygraph exam being considered for reciprocity.

Note: If your previously administered polygraph examinations do not meet these criteria you are not eligible for reciprocity consideration. For more information on polygraph reciprocity visit the CBP Careers website at: https://www.cbp.gov/careers/car/poly.

Section One: Applicant Information *(completed by Applicant)*		
Full Name *(Last, First, MI)*:	SSN *(Last 4)*: (-)	Date of Birth *(mm/dd/yyyy)*:
Daytime Phone Number:	Email Address:	
Federal Polygraph Exam #1 *(Most Recent) (List additional Federal polygraph exams on Page 2 of this form)*		
Federal Agency that Administered the Exam:		Polygraph Exam Date *(mm/dd/yyyy)*:
Examination Type *(Law Enforcement Screening, National Security Screening, or Unknown)*:		
Applicant Signature / Certification:	Date:	
I certify that all information provided is true and accurate and that I grant CBP permission to request full test results from the agencies listed on this form.		
Section Two: Hiring Center Information *(completed by CBP)*		
Applicant ID *(Entry)* / Request Number *(Non-Entry)*:	Position Title:	
Tentative Selection Letter (TSL) Date *(mm/dd/yyyy)*:	Request Received Date *(mm/dd/yyyy)*:	
Section Three: Determination *(completed by CBP)*		
Determination:	Approval Expiration Date *(mm/dd/yyy)*:	
Denial Reason:		
Denial Notes:		
Signature Authority:	Signature Date *(mm/dd/yyyy)*:	
CBP Remarks:		

Submission Requirements: This request must be submitted to your background investigation (BI) case manager with your BI Packet or sent directly to the CBP Hiring Center BI Team at: **cbphiring-eqip@cbp.dhs.gov**.

Use this page to list additional Federal polygraph exams that meet the reciprocity criteria on page one of this form.

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Federal Polygraph Exam #2	
Federal Agency that Administered the Exam:	Polygraph Exam Date *(mm/dd/yyyy)*:
Examination Type *(Law Enforcement Screening, National Security Screening, or Unknown)*:	
Federal Polygraph Exam #3	
Federal Agency that Administered the Exam:	Polygraph Exam Date *(mm/dd/yyyy)*:
Examination Type *(Law Enforcement Screening, National Security Screening, or Unknown)*:	
Federal Polygraph Exam #4	
Federal Agency that Administered the Exam:	Polygraph Exam Date *(mm/dd/yyyy)*:
Examination Type *(Law Enforcement Screening, National Security Screening, or Unknown)*:	
Federal Polygraph Exam #5	
Federal Agency that Administered the Exam:	Polygraph Exam Date *(mm/dd/yyyy)*:
Examination Type *(Law Enforcement Screening, National Security Screening, or Unknown)*:	

For more information on polygraph reciprocity visit the CBP Careers website at: https://www.cbp.gov/careers/car/poly.

CBP Form 328 Polygraph Reciprocity Request Privacy Act Statement

Pursuant to 5 U.S.C. § 552a (e)(3), this Privacy Act Statement serves to inform you of how U.S. Customs and Border Protection (CBP) uses your personally identifiable information on this form.

AUTHORITY:

CBP is authorized to collect this information pursuant to Anti-Border Corruption Act (ABCA) of 2010, which mandates that CBP polygraph 100 percent of its law enforcement applicants.

CBP is authorized to collect social security numbers (SSN) from applicants pursuant to Executive Order (E.O.) 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers.

Per CBP Directive No. 1440-029, “Pre-Employment Polygraph Examination Reciprocity,” applicants for CBP positions that require a polygraph can request reciprocity for previous polygraph examinations under certain conditions.

PURPOSE:

CBP conducts a polygraph examination on all CBP law enforcement applicants to ensure suitability for employment with CBP and to enhance national security. Previously passed Federal polygraph examination results may be used by CBP to fulfill the polygraph examination pre-employment requirement, provided that the previous examination meets the criteria. The purpose of the CBP Form 328, Polygraph Reciprocity Request Form, is to collect certain CBP applicant information for CBP to determine if an applicant meets the criteria to use the previously passed Federal polygraph examination results and fulfill the CBP polygraph examination pre-employment requirement.

ROUTINE USES:

CBP uses the information you submit on this form to adjudicate your request for a reciprocity of the polygraph requirement for the position you have been selected for and have accepted a tentative job offer. The polygraph reciprocity request form is completed during CBP's background investigation process, and before administration of a polygraph examination. A complete list of the routine uses can be found in the system of records noticed associated with this collection pursuant to DHS/All/-023-Personnel Security Management System.The Department's full list of system of records notices can be found on the Department's website at:

http://www.dhs.gov/system-records-notices-sorns

DISCLOSURE:

Providing this information is voluntary. However, failure to provide this information may prohibit CBP the ability to request the full polygraph test results from Federal agencies, who have successfully administered and provided an approval rating for your exam. Individuals who do not provide the requested information on the CBP Form 328, will be required to undergo a polygraph examination to meet the requirements for the position you have been selected for and accepted a tentative job offer.